MCA is looking for qualified and motivated engineering students to work as summer interns to help the MCA facility management team in setting up a new computerized maintenance management system (CMMS). This internship is an hourly position, and is expected to require around 20 hours per week starting June 15. The internship job will include the following typical tasks:

1) Organize the archived building blueprints both in hard and computerized scanned copies.
2) Walk through the facility and identify the existing layout of the building main assets, and compare them to the building drawings.
3) Develop a list of the facility main assets, and collect their manufacturer information and maintenance records.
4) Import the building organized drawings into the CMMS system.
5) Map the identified facility assets in the CMMS system.
6) Develop a graphical manual (tutorial) for the facility management group to use the CMMS tool.

The minimum requirements for this job are:

1) Ability to read design and construction plans (especially mechanical, electrical, and plumbing).
2) Basic knowledge of the building mechanical, electrical, and plumbing systems.
3) Strong computer skills, with high proficiency in Microsoft Office (especially EXCEL and ACCESS), PDF, and AutoCAD.
4) Physical ability to access the different building ceiling and roof spaces through ladders.
5) High personal motivation, self-management, and detail-orientation; ability to take responsibility in meeting deadlines and making progress without direct supervision.
6) Capacity and desire to learn new software, research methods, and work routines quickly; flexibility in responding to new research opportunities as they arise.
7) Strong spoken and written communications skills.

Interested applicants must submit their resume and a cover letter explaining the ability to satisfy the above requirements. Applicants can submit their resume and letter by emailing hr@mcabayarea.org.

The job applications are open until a qualified candidate is hired.